

Message Text

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ACTION SCA-01

INFO OCT-01 NEA-05 ISO-00 SS-20 VOE-00 A-01 SY-03 PM-07

ABF-01 /039 W

----- 037873

R 211041Z MAR 74

FM AMEMBASSY TEL AVIV

TO SECSTATE WASHDC 1919

UNCLAS TEL AVIV 1657

E.O. 11652: N/A

TAGS: OGEN

SUBJ: NON-IMMIGRANT VISA ISSUANCE PROCESS

REF: STATE 021246

FOR DEPUTY UNDER SECRETARY BROWN

1. THE GUIDLINES ARE EXCELLENT AS A CHECK LIST FOR NIV OPERATIONS AND HELP TO STANDARDIZE PROCEDURES WORLDWIDE. HAPPILY, MOST OF THE GUIDELINES HAVE BEEN IN USE HERE FOR SOME TIME.
2. IN MARCH 1970 THE ENTIRE CONSULAR SECTION WAS REMODELED TO PROVIDE MORE EFFICIENT WORKING CONDITIONS FOR THE EMPLOYEES AND EXPANDED COUNTER AND WAITING ROOM AREA FOR THE PUBLIC.
3. IN THE VISA SECTION THE COUNTER AREA WAS ENLARGED AND SEGREGATED IN ORDER FOR THE CONSULAR OFFICER TO PRIVATELY INTERVIEW APPLICANTS AT A COUNTER RATHER THAN IN A SEPARATE ROOM. THIS HAS GREATLY REDUCED THE TIME NEEDED PER INTERVIEW AND ALSO ENABLES THE CONSULAR OFFICER TO VISUALLY SUPERVISE THE ENTIRE SECTION AT ALL TIMES. THE WAITING ROOM WAS INCREASED FROM 120 SQ FT TO 432 SQ FT.
4. IN JULY '73 WE REDUCED THE HOURS WE ARE OPEN TO THE PUBLIC FROM 40 TO 35 HOURS. WE HAVE BEEN CLOSING ONE HOUR EARLIER FOR THE PAST EIGHT MONTHS. THIS SIMPLE CHANGE HAS ELIMINATED OVERTIME SINCE ALL APPLICANTS HAVE BEEN SEEN AND THE STAFF CAN CONCENTRATE ON PAPER WORK UNDISTURBED.

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5. WE WAIVE PERSONAL APPEARANCE AS MUCH AS POSSIBLE AND ENCOURAGE THE USE OF RELIABLE TRAVEL AGENTS. SEVENTY PERCENT OF NIV'S ISSUED ARE THROUGH TRAVEL AGENTS OR MAIL. HOWEVER, EXPERIENCE HAS SHOWN THAT THOSE WHO CALL IN PERSON WANT TO RECEIVE THEIR VISAS PERSONALLY RATHER THAN HAVING THE VISA RETURNED TO THEM BY POST.

6. ONE OF THE TWO OFFICERS IN THE VISA SECTION IS USUALLY AN OFFICER WHO ROTATES ON ASSIGNMENTS IN THE EMBASSY. WHEN THE EMBASSY IS FULLY STAFFED WITH JUNIOR OFFICERS, WE TRY IN PEAK PERIODS TO USE ONE OF THESE OFFICERS WHO HAS HAD PREVIOUS TRAINING IN THIS SECTION.

7. DUE TO THE VARIOUS LANGUAGES USED BY OUR APPLICANTS TEMPORARY EMPLOYMENT REQUIRES A LOCAL WITH THE NEEDED LINGUISTIC ABILITIES. HOWEVER, SINCE THE DEPARTMENT HAS AUTHORIZED ONE ADDITIONAL FULL TIME LOCAL POSITION, WE DO NOT ANTICIPATE ANY TEMPORARY EMPLOYMENT.

8. NO ADDITIONAL EQUIPMENT IS REQUIRED AT THIS TIME.
KEATING

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NNN

Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 21 MAR 1974
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1974TELAV01657
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D740060-0237
From: TEL AVIV
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1974/newtext/t19740324/aaaaawwa.tel
Line Count: 81
Locator: TEXT ON-LINE, ON MICROFILM
Office: ACTION SCA
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 2
Previous Channel Indicators:
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: STATE 021246
Review Action: RELEASED, APPROVED
Review Authority: elyme
Review Comment: n/a
Review Content Flags:
Review Date: 17 JUL 2002
Review Event:
Review Exemptions: n/a
Review History: RELEASED <17 JUL 2002 by elbezefj>; APPROVED <10 DEC 2002 by elyme>
Review Markings:

Declassified/Released
US Department of State
EO Systematic Review
30 JUN 2005

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: NON-IMMIGRANT VISA ISSUANCE PROCESS
TAGS: OGEN
To: STATE
Type: TE
Markings: Declassified/Released US Department of State EO Systematic Review 30 JUN 2005